

BERKSWELL PARISH COUNCIL – ORDINARY MEETING 17 OCTOBER 2019

Clerk to Berkswell Parish Council
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TO ALL PARISH COUNCILLORS

Sir/Madam

You are hereby summoned to attend the Ordinary Meeting of the Parish Council of Berkswell to be held in the Jordan Room, St John Baptist Church, Berkswell on Thursday 17 October 2019 at 7.15pm for the purpose of transacting the following business.

Mr R Wilson
Clerk to Berkswell Parish Council

11 October 2019

Housekeeping

Evacuation Procedure – the Chairman will instruct those in attendance of the evacuation procedure

Recording of Parish Council Meetings – the chairman will instruct those in attendance that, in the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council or its committees when they are open to the public.

Agenda

1. **Attendance**
2. **Apologies for absence**
3. **Acceptance of apologies for absence**
4. **Declarations of Interest**
 - a. To receive declarations of interest from Councillors on items on the agenda
 - b. To receive written requests for disclosing pecuniary interests
 - c. To consider any requests for dispensations as appropriate
 - d. Councillors are reminded to update their Notice of Registrable Interests'. It is a requirement that councillors update the Register within 28 days of a change to any Disclosable Pecuniary Interest.
5. **To approve Minutes of the following meeting:**
Ordinary Meeting of the Council held on 12 September 2019
6. **Matters arising from the previous meeting requiring attention**
7. **Open Forum**
Parishioners of Berkswell are invited to address the Council on any relevant matter for a maximum of three minutes
8. **Borough Councillor's Report.**
9. **Policies and Procedures** – Council to approve the revised Financial Regulations (previously circulated) for immediate adoption. Council to note that the Councillors Audit Checklist will

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form part of the Financial Regulations as an appendix once it has been finalised. Council to also note that the review of Standing Orders is still work in progress.

10. Licence Application – Council to consider the following licence application; a Premises Licence application has been received by SMBC in respect of Balsall and Berkswell FC, Lavender Hall Lane, Balsall Common, CV7 7BN. The application is for sale of alcohol for consumption on the premises between 1700-2300 hours Friday, and 1100-2300 hours Saturday-Sunday. Any representation must be made by 24th October 2019.

11. Planning Applications

- a. Council to consider reports on potential significant planning violations and agree appropriate reporting action.
- b. Council to consider the response to a residents FOI request (if any response has been received) concerning planning application 2019/01449 which was approved by officers despite more than 5 objections being received. Council to also note that the letter from the Clerk to SMBC asking for clarification regarding why this application was not considered by the Planning Committee has been acknowledged but not responded to.
- c. Council to note that it was agreed at the Ordinary Meeting on 13 June 2019 that the Council should continue with the current practice when reviewing planning applications but that all councillors must come prepared to present a reasoned opinion if they have something they wish to discuss. It was agreed to review the success of this approach at the October meeting of the Council.
- d. a list of planning applications is detailed below for Council to discuss possible responses.

Ref	Location	Proposal	Response Date
2019/02095	The Cottage Tanners Lane Berkswell Solihull	Two storey front extension.	30.09.19 Consultation period passed
2019/02160	Oakhurst Kenilworth Road Balsall Common Solihull	Certificate of lawful development for existing use as a residential dwelling for over 10 years.	30.09.19 Consultation period passed
2019/02352	Oakview Green Lane Balsall Common Solihull	Garage extension.	07.10.19 Consultation period passed
2019/02113	The Coach House Berkswell Hall Meriden Road Berkswell	Removal of various incidental buildings and construction of new car port/log store and equipment store.	10.10.19 Consultation period passed
2019/02280	97 Kelsey Lane Balsall Common Solihull CV7 7GS	Single storey granny flat extension to the rear - Amendment to planning approval PL/2019/00413/MINFHO to raise height of existing walls with a new flat roof & porch extension to the front.	15.10.19

12. Financial Matters

- a. The following invoice payments presented for approval have been examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

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Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
R Wilson - Clerk's Salary October 2019	Admin		Redacted*	0
R Wilson – reimbursement of postage & admin costs	Admin		116.25	14.33
A Burrow – reimbursement of cost of gravel used in the re-siting of the stocks on the village green	Maintenance		5.95	0
J Hickin – October instalment of the Grass Mowing contract	Contract		187.50	0
J Hickin – grass cutting on Spencer's lane roundabout - Aug	Contract		25.00	0
J Hickin – grass cutting on Spencer's lane roundabout - Sep	Contract		25.00	0
Total (excluding Clerk's salary)			359.70	14.33

* The Clerk's net pay is not shown as this is private information

b. Payments received – J McGarry (contribution to Wind Survey) £500 on 30 August 2019

13. Payment of contribution to the maintenance of Berkswell graveyard – In light of recent additional advice received from NALC, Council to consider the following motion: “This Council agrees to give notice to the PCC that at the end of the current mowing contract we will be unable to continue making a general contribution to the maintenance of the Berkswell graveyard”

14. Risk Management

- a. Council to discuss any new finance and risk events
- b. Risk Framework – update
- c. Risk Register – update
- d. Tree Survey – Council to note that the Clerk has instructed Midland Forestry to conduct the agreed tree surgery and is waiting confirmation about when this will take place.

15. Actions Arising from Previous Meetings

- a. Council to note the status of agreed actions from previous meetings as circulated (a copy is available on the Council website)
- b. Council to discuss the recommended actions arising from the asset inspection which took place on 24 July 2019 and agree who will be responsible for carrying out the actions.

16. Correspondence

- a. Council to note the correspondence Cllr Hitchcock had received from a resident regarding Hampton in Arden Parish Council's concern about highway safety, site access, the lack of public transport and “much more”. The resident specifically requested that Berkswell Parish Council support Hampton in Arden Parish Council's objection to planning application 2019/01702/PPFL Woodhouse Farm - change of use from rough pasture to burial ground.
- b. A resident has contacted the Chairman to discuss paying for a new tree on Berkswell village green in honour of her father, John Webb, a very well-respected local resident. Council to consider this request. Council to confirm their acceptance of this offer and agree that Councillors Drake and Burrow will work with the Clerk to make the arrangements.

17. NALC Election Survey – Council to agree to authorise the Clerk to complete a response on the Council's behalf.

18. Ongoing References

- a. Review of inventory of land and assets
 - i. Kelsey Lane Bus Shelter – the application to Register this land has been submitted to HMLR by the Clerk but confirmation of the outcome has not as yet been received
 - ii. The Well area – the application to register this land as a village green has been submitted to SMBC by the Clerk but confirmation of the outcome has not as yet been received

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- b. Neighbourhood Development Plan - Meriden PC NDP - Council to note that Meriden PC are conducting a regulation 14 consultation on their draft NDP. Council to consider the following motion: “This Council agrees to ask the Clerk to write to Meriden PC supporting their draft NDP”.
- c. Solihull Local Plan – Council to note that the new Cabinet Member responsible for the Solihull Plan has agreed to meet with a representative of the PC (the Chairman) plus a representative from Balsall PC. Council to agree that the key agenda items from the Berkswell perspective are:
 - The concept plan to fully reflect the Berkswell NDP particularly policies B1 and B3
 - Balsall Common village centre improvement including enhanced car parking
 - An effective plan to provide new school places before any development of allocated sites
 - building on allocated sites to be phased to avoid overloading Balsall Common with change/HGV traffic with particular reference to HS2.
 - The failure of SMBC to respond to letters regarding TPO requests on Barratt’s Farm
 - That no greenfield-green belt land south of Old Waste Lane should be removed from the green belt beyond that in allocation 3 or brownfield land.
- d. HS2 - Council to agree an input into the Independent Review of HS2. Council to agree that the input will support cancellation of the project on the basis that it does not provide value for money and the money can achieve better returns for the nation elsewhere; in particular Northern Powerhouse rail and improving the railway stock in the northwest. A detailed text has been circulated to Councillors containing the factual supporting evidence and it is proposed to sign a joint letter with Balsall PC if practical. Council to consider the following motion: “This Council agrees to authorise the Clerk to make minor adjustments as appropriate after the meeting to either a sole or joint letter with Balsall PC”.
- e. TPOs – Council to note that the Clerk has not received any further communication from Gary Palmer following the meeting with him in July.

19. Removal and additions to Ongoing References

Removals:

Additions:

20. Training and Meetings

- a. To receive reports from attendance at events and meetings.

21. Heritage and Community

- a. Grass Mowing & General Maintenance Contract - Council to agree to its contractor cutting back the vegetation from around the council owned telephone box on Spencer’s Lane which is a listed monument
- b. Climate change – Council to note that a meeting has been scheduled with interested residents for 15 October. The chairman to give a verbal update.
- c. Balsall Common Festival – Council to agree the following motion: “Council to write to the Balsall Common Festival Committee to congratulate them on the successful Fete held in Lavender Hall Park on 21st September and thank them for their work on behalf of our community”

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- d. Hodgett's Lane - Council to note that Harry Savage from SMBC Drainage and Flood Risk Management has been supplied with details of the eroded bank on Hodgett's Lane by Councillor Burrow
- e. Berkswell Traffic Project – Council to note that financial support for this project from HS2 Ltd can only be obtained from the approx. £2 million road safety fund allocated to SMBC and not the community fund. Council to agree to seek the support from our Borough Councillors to seek to ensure that the project is funded from this road safety fund.
- f. Damage to planters - Council to note that its planters on the station were the subject of vandalism. The “station master” Graham Gardner cleared up the mess and a Berkswell Society volunteers has cleared the boxes for autumn replanting in about 2 week's time as part of the Balsall Common planting programme agreed in May 2019.
- g. Primary Schooling - Council to note any response from SMBC on its submission regarding school places in Balsall Common
- h. Local Working Group – Council to note any response from Balsall PC on its proposal for a Balsall Common centre joint working group and agree any necessary action
- i. Polling Place Review - Council to discuss the Polling Station review and agree the following motion: "In the interest of increased engagement from the Berkswell Parish electorate to make representations to Solihull that the Polling Station should be relocated to the Balsall Common part of Berkswell Parish where the majority of Berkswell Parish residents live and there are several suitable venues”.
- j. VE Day celebrations – Council to discuss possible arrangements for an event to celebrate the anniversary of VE Day.
- k. Christmas trees - Council to note that a volunteer has been found to look after a temporary Christmas tree on Kelsey Lane
- l. ATMs for rural areas - Council to consider the following motion: “this Council agrees that Councillor Edwards will report back to the next PC meeting in November on whether an application for a local ATM in Berkswell Village has support and, if so, what location(s) are proposed. Council will then consider any further action

22. Parish Councillors Opinion

23. Next Meeting

Ordinary Meeting of the Council, 21 November 2019 at 7.15pm, to be held in the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell.

Signed: Mr Richard Wilson



Clerk

Public and Press are welcome to attend